



Policy and Procedures –

Work Health and Safety (WHS) Policy and Procedure

APPROVED

THE INSTITUTE OF INTERNATIONAL STUDIES



1. Purpose

TIIS treats all Work, Health and Safety (WHS) matters seriously. This Policy and Procedure is in place to provide guidance and direction for WHS matters.

2. Scope

This policy and procedure apply to all permanent, fixed term, casual and contract employees at the TIIS as well as all students of and visitors to the TIIS.

3. Principles

TIIS staff members, students and visitors have a collective and individual responsibility to adhere to safe work and study practices to prevent injuries and illnesses and act in compliance with the relevant Act.

- complying with all applicable legislation
- integrating health and safety risk management practices into its operations providing a safe environment for work and study (including safe plant, structures and safe systems of work)
- providing adequate facilities for the health and safety at work of workers, students and visitors
- monitoring the health of workers and the conditions at the workplace as part of an illness and injury prevention strategy
- providing relevant information, training, instruction or supervision to workers and where appropriate, students, affiliates and visitor
- managing any accidents and incidents that occur, in order to minimise harm and prevent recurrences.
- allocating appropriate resources to facilitate the fulfilment of its health and safety responsibilities.

4. Responsible parties

Members of Management are held accountable for their performance in managing Work Health and Safety in areas under their control.

It is TIIS's policy in the allocation of resources that a high priority should be given to items with significant WHS implications.

WHS issues must be included in the meeting agendas at regular intervals and agenda items tabled in meeting minutes.

While the CEO has the final responsibility for the WHS of staff at TIIS, all managers, staff members and students are responsible for planning, implementing and maintaining WHS standards and practices in all areas and activities under their control.

5. Policy & Procedures

All staff are responsible for enacting this policy and it is their responsibility to safeguard the welfare of, and to provide a healthy and safe environment for, their fellow staff members, students, visitors and contractors and to ensure that the standards and practices adopted are in conformity with statutory requirements and the provisions of TIIS' policy.

The CEO/Deputy CEO are required to:

- Familiarise themselves with the Work Health and Safety Act, 2011 and in particular with those sections relating to employer responsibilities and the powers and rights of health and safety representatives.
- Appoint appropriately trained emergency personnel.
- Address or delegate action to address health and safety issues raised by health and safety representatives.
- Consult with the relevant health and safety representatives, where practicable, on all changes which may affect the work health and safety of staff, students, visitors or contractors.
- Ensure that work health and safety appear on the agenda of departmental or equivalent meetings at regular intervals, at a frequency consistent with the number of hazards and degree of risk.
- Arrange for work health and safety rules to be developed, documented and issued to all staff and where appropriate, student, visitors and contractors.
- Ensure that all staff, students, visitors and contractors receive a safety induction that includes information pertaining to emergency response procedures and personnel.
- Ensure that all staff, students, visitors and contractors receive pertinent information, instruction and training necessary for them to perform work safely and with the hazards to which they are exposed.
- Ensure that contractors are appropriately licensed and qualified to carry out the duties they are engaged to perform.
- Ensure that adequate emergency equipment is provided and properly maintained, that regular training in the use of the equipment is carried out and that at least two emergency evacuation exercises per annum take place.
- Ensure that the work health and safety implications of all new work and building alterations are fully assessed at the planning stage.
- Ensure that the health and safety implications of new equipment and new materials are fully assessed prior to purchase.
- Ensure that adequate financial provisions are made for work health and safety equipment and materials and the maintenance of work health and safety standards.
- Ensure that hazard identification and risk assessment procedures are developed, documented and maintained for the use, handling, storage, transport and disposal of equipment, materials and substances, and that appropriate risk controls are implemented and maintained.
- Ensure that the facilities and equipment provided are safe and suitable for the types of work to be carried out and that healthy and safe work methods are developed and adopted.
- Ensure that records are maintained in relation to all of the above.
- Indicate safety compliance as part of staff performance appraisal.
- Completed random WHS audits at least quarterly.
- Complete full site WHS audits annually or earlier.

Managers have a particular responsibility for ensuring that the work for which they are responsible is carried out in ways which safeguard the work health and safety of staff, students in their charge and contractors that they are responsible.

6. Managers must:

- Actively practice and develop in their staff proper attitudes towards work health and safety matters.
- Control the risks associated with the work that they supervise using a documented risk management process.
- Ensure that safe work practices are developed and maintained at all times.
- Arrange for their staff to be instructed in safe and healthy work procedures and ensure that they are fully informed about particular hazards, and to avoid, eliminate or minimize them.
- Ensure that good housekeeping standards are developed and maintained in the areas under their control.
- Ensure that staff under their control use safety equipment provided when required and in a correct manner.
- Gain a knowledge of employer responsibilities and the powers and rights of health and safety representatives under the Work Health and Safety Act 2011, through attendance at an WHS training course or by other means; and
- Indicate safety compliance as part of staff performance appraisal.

7. TIIS staff who engage independent contractors

The WHS Act states that independent contractors and their employees are to be regarded as employees of the organization engaging the independent contractor in terms of responsibility for work health and safety. TIIS staff who engage or manage contractors are therefore responsible for the health and safety of the contractor and the contractor's employees, in relation to all matters over which TIIS controls.

TIIS staff that engage or manage contractors must therefore ensure that:

- Contractors and their employees receive a site-specific safety induction which includes TIIS emergency response and incident reporting procedures and information on site specific hazards.
- The equipment and material used by contractors is safe and is used in a manner that does not pose a risk to the contractor(s) or to TIIS staff, students and visitors.
- The contractors are not exposed to health and safety risks arising out of the activities of TIIS.
- The contractors use appropriate personal protective equipment and safety equipment at all times.
- The contractors use safe work methods at all times.
- All contractors have statutory compensation and liability insurance.

8. TIIS Staff Members

While responsibility for work health and safety at TIIS is a prime function of all levels of management, each member of staff has an overriding moral and legal responsibility for ensuring that his or her own work environment is conducive to good work health and safety by:

- Taking action to avoid, eliminate or minimise hazards of which he or she is aware.
- Take reasonable care for own safety and safety of others.
- Complying with all work health and safety instructions, policies and procedures including departmental safety manuals.
- Report all identified hazards and accidents or near misses or other incidents to their manager.
- Making proper use of all safety devices and personal protective equipment.
- Complying with the instructions given by emergency response personnel such as emergency wardens and first aiders.
- Not wilfully placing at risk the health and safety of any person at the workplace.
- Seeking information or advice where necessary before carrying out new or unfamiliar work.
- Maintaining dress standards appropriate for the work being done.
- Consuming or storing food and drink in only those areas designated.
- Being familiar with emergency and evacuation procedures and the location of, and if appropriately trained, in the use of, emergency equipment.
- provide relevant and practical health and safety information to students (through inclusion in curricula and course notes)
- take steps to ensure students adopt safe work practices.
- conduct and document risk assessments on research, learning and teaching (including internships), and consulting programs/projects ensuring that risks are eliminated or controlled.
- consult with workers who may be affected by matters relating to work health and safety.

9. TIIS Students

Students at TIIS MUST

- take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.
- follow safe work practices, including the proper use of any personal protective equipment supplied.
- seek information or advice from a staff member before performing new or unfamiliar tasks.
- report all health and safety accidents, incidents, and hazards to a staff member as soon as is practicable.
- follow the emergency evacuation procedures and any instructions given by emergency personnel.

10. Visitors to TIIS

Visitors to TIIS MUST

- undertake the necessary health and safety induction training when coming onto campus.
- take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.
- report all health and safety accidents, incidents and hazards to a staff member as soon as is practicable.
- follow the emergency evacuation procedures and any instructions given by emergency personnel.

11. WHS Officer

Management is responsible for appointing a suitable safety officer for the areas under their control. The safety officer is deemed to be the employer's representative (as required by the WHS Act) at the local level.

WHS Officer should be free to devote as much time as necessary to work health and safety matters. All staff should have direct access to their safety officer.

The main role of a safety officer is to act as a local point for all work health and safety matters arising at the particular location. Carrying out the role involves:

1. Identifying hazards and making recommendations to eliminate or reduce risks associated with those hazards.
2. Providing advice on local work health and safety matters and obtaining advice on areas outside their expertise from WHS or other sources.
3. Bringing to the attention of work health and safety hazards associated with their work.
4. Monitoring health and safety standards and compliance with WHS rules, policies and procedures.
5. Bringing to the attention of Management unresolved work health and safety matters.
6. Investigating and reporting on all incidents, injuries and work health problems and notifying WHS of incidents and hazards in line with reporting requirements.
7. Assisting with the promotion of work health and safety awareness.

12. Managing Hazards

Where a workplace hazard is identified a **HAZARD REPORT** shall be completed and submitted to a Reception. Reception shall advise a manager who should address the concern where safe and able to do so and then complete the form. All submitted Hazard Reports shall be provided to the WHS Chairperson as soon as is practicable.

13. Accidents, Injuries, Near-misses and Investigations

All accidents or near misses shall be reported via an **INCIDENT REPORT FORM** which then shall be submitted to the CEO or Human Resources Manager with a copy to the WHS Chairperson.

In the case of an injury, an **INJURY INCIDENT REPORT FORM** shall be completed and submitted to the CEO again with a copy to the WHS Chairperson.

An investigation shall be initiated by either the CEO, a Director, or WHS Chairperson where a person sustains an injury within the workplace inclusive of statements by witnesses via the **WITNESS STATEMENT FORM**.

An investigation should be initiated where an incident is reported as a near-miss and may be initiated dependent upon the circumstances where an Incident Report is submitted without injury or near-miss.

Any staff member of SIIT or student can complete an Incident Report or Injury Incident Report.

14. Workplace Safety and Health Committee

The WHS Committee shall have a Chairperson and a minimum of three members who should be representative of the TIIS and shall meet a minimum of four times a year with meeting minutes taken and placed on the WHS Noticeboard for all employees and students to review.

The WHS Committee should act on the Directors behalf ensuring that standards are assessed and addressed where required including the scheduling of Workplace Inspections via the **WORKPLACE INSPECTION CHECKLIST** and the following-up of the actions allocated from said inspections. A copy of each Workplace Inspection is to be placed on the WHS Noticeboard for such a period that is reasonable for employees and students to review,

15. Relevant documents and forms

HR-FRM-011	Injury Incident Report Form
HR-FRM-013	Incident Report Form
HR-FRM-012	Hazard Report Form
HR-FRM-003	Witness Statement Form
HR-FRM-014	Maintenance Request Form
HR-CHK-004	Workplace Inspection Checklist

16. Version History

Version	Approved by	Approval Date	Details
1.0	EMC	24 March 2018	Document creation – Final Draft
1.1	EMC	10 February 2021	Major Updates